

This Job Aid shows how to:

- Login to PACE
- Find OSD Training Events
- Register for OSD Training Events

Please Note: This job aid is to be used by Municipalities, Businesses, and Non-State Government Entities Only.



Stop! Important! Please print out these instructions prior to logging in to the PACE web site. You will need to view these instructions to register.


After you print the instructions, open the PACE web site by typing this URL in your browser's address line or simply click on this link: www.pace.state.ma.us/osdnonhrcms/default.asp



1. If you have been in the Pace Site before and registered, enter your **Login ID, Password,** and Click **Submit**.


Note: If this is your first time at the Pace Site, you will need to Register. Click **Register** to begin the registration process.

<p>OSD Municipal / Non-Government</p> <p>Register Login</p> <p>REGISTER Establish Login & Password</p>  <p>To begin registration, type a Login ID and Password. You will enter these each time you access the site. Your Login ID and Password should consist of at least four letters and/or numbers. Your Password is case-sensitive.</p> <p>Login ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Confirm Password: <input type="password"/></p> <p>Submit</p> <p><small>Use of this site signifies your agreement to the access agreement.</small></p> <p><small>Copyright © Meridian Knowledge Solutions, LLC 1997-2006</small></p>	<p>2. Create a Login ID and Password. You will enter this Login ID each time you access the site. Your Login ID and Password should consist of at least four letters and/or numbers and is case-sensitive.</p> <p>Note: The <u>password</u> is <u>temporary</u> and you will be prompted to change your Password the first time you access the site.</p>
<p>OSD Municipal / Non-Government</p> <p>Register Login</p> <p>REGISTER Select Organization</p>  <p>Either identify your organization by selecting it from the list below and clicking Select, or click Expand to view divisions within an organization.</p> <p>Root Organization: <input type="text" value="Commonwealth of Massachusetts - Executive Branch"/> Expand Select</p> <p>Sub Organization: <input type="text" value="Municipalities / Non State Government"/> Expand Select</p> <p>Sub Organization: <input type="text" value="OSD - Operational Services Division Municipalities / Non State"/> Expand Select</p>	<p>3. Next, you will be prompted to select an Organization and Sub on the next registration screen. Follow these instructions very carefully:</p> <ul style="list-style-type: none">• Root Organization: select Commonwealth of Massachusetts – Executive Branch• Click Expand.• Sub-Organization: use the drop down box and select Municipalities/Non State Government• Click Expand• Sub-Organization: use the drop down box and select OSD-Operational Services Division Municipalities/Non State• Click Select.



The screenshot shows the 'REGISTER User Profile' page. At the top, there are 'Register' and 'Login' buttons. The page title is 'REGISTER User Profile'. Below the title is the PACE logo. A message states: 'As part of the registration process, you need to provide some general information. Please fill in the fields below and click the Submit button. All required are marked with *.' The form includes fields for: * First Name, * Last Name, * Email Address, Title, Address 1, Address 2, City, State (a dropdown menu), Province/Other, Zip, and Country (a dropdown menu with '(Select one)'). There is a checkbox labeled 'Send me updates and notification of content changes at this email address.' which is checked.

4. Continue with the registration process, by filling out the **User Profile** form.
 - Enter all required fields with an *(asterisk).
 - Each user must enter a valid email address. Your confirmation is automatically sent using this address
 - Click **Submit** once completed.



The screenshot shows the 'OSD Municipal / Non-Government' registration completion page. At the top, there are 'Register' and 'Login' buttons. The page title is 'REGISTER Successfully Completed'. Below the title is the PACE logo. A message states: 'Congratulations sally smith! You are now a registered user of the OSD Municipal / Non-Government. We hope you find the site personally and professionally rewarding.' Below this, it says: 'Select Next to go to the Campus Map. You can always receive navigation help through the Help function on the toolbar from any location within the site.' There is a 'Next' button. At the bottom, it says: 'Use of this site signifies your agreement to the access agreement.' and 'Copyright © Meridian Knowledge Solutions, LLC 1997-2006'.

5. Once complete, click **Next**.



The screenshot shows the PACE login page. On the left is the Seal of the Commonwealth of Massachusetts. The main heading is 'Welcome to PACE'. Below this is the text: 'The Commonwealth of Massachusetts Performance and Career Enhancement Learning Management System'. To the right is the PACE logo and the text 'PERFORMANCE AND CAREER ENHANCEMENT'. Below the logo are fields for 'Login ID:' and 'Password:', a 'Submit' button, and links for 'Forgot Login?' and 'Forgot Password?'.

6. Type the **Login ID**, and **Password** you entered previously
 - Click **Submit**.



pace
The Commonwealth of Massachusetts
Performance and Career Enhancement
Learning Management System

Create New Password

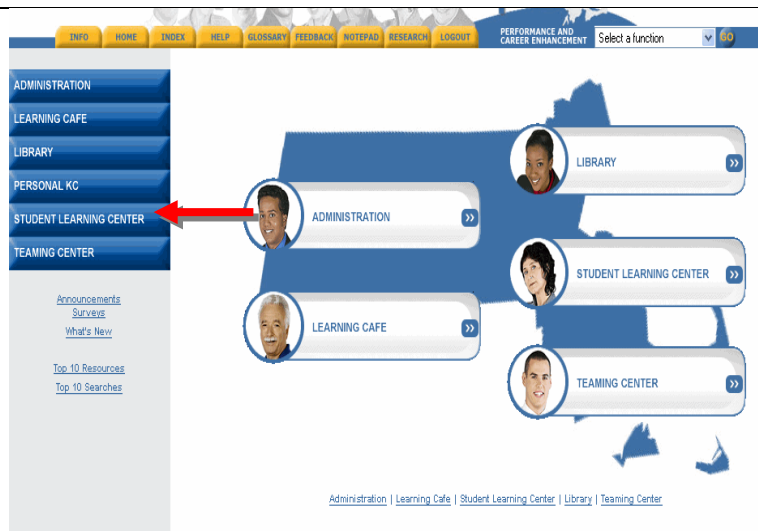
You have accessed PACE with a temporary password. You must now create a new permanent password.

To change your password, enter your new password in both fields below, then click **Submit**. Your new password will be effective the next time you log in to the site. To exit PACE without changing your password, click **Cancel**.

* New Password:

* Confirm Password:

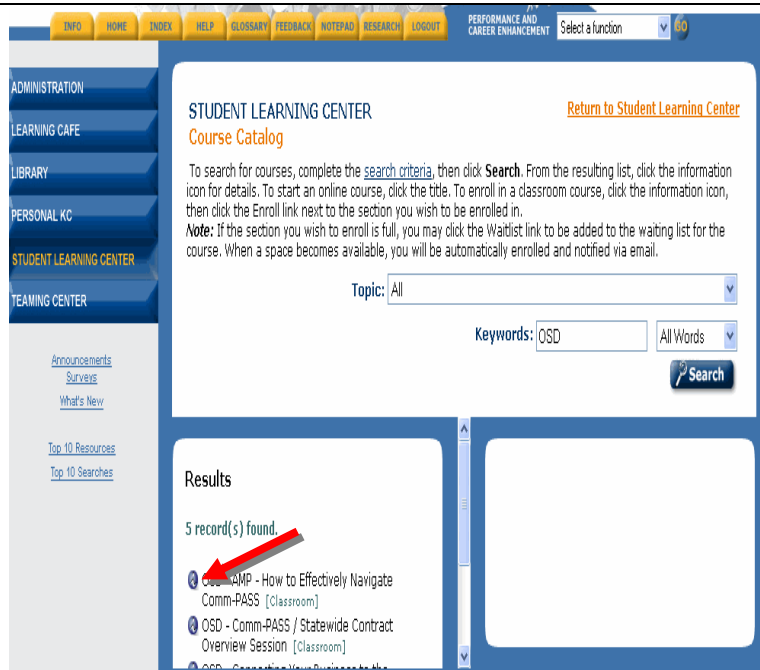
7. You are prompted to create a **New Password**.
- This Password is permanent and will be used each time you access the system.
 - **Your Password should consist of at least four letters and/or numbers and is case-sensitive.**
 - Click Submit and you will go to the **Campus Map**.



8. Select **Student Learning Center** from the PACE Home Page.



9. Select **Course Catalog** link.



10. To find your course:

- Topic field should read *All*
- In the Keyword field enter: **OSD**
- Click **Search**
- Results will appear in the box on the lower left side
- Scroll to find the name of the class for which you want to register
- Select the **info icon** to the left of the course name to view the course information
- The Course Information will appear in the box next to the results box on the lower right hand side of the screen(see below).

The screenshot shows the 'STUDENT LEARNING CENTER' interface. On the left is a navigation menu with links like 'ADMINISTRATION', 'LEARNING CAFE', 'LIBRARY', 'PERSONAL KC', 'STUDENT LEARNING CENTER', and 'TEAMING CENTER'. The main area is titled 'Course Catalog' and includes instructions on how to search for courses. A search bar is present with 'Topic: All' and 'Keywords: OSD'. Below the search bar is a 'Search' button. The results section shows '5 record(s) found.' and lists several courses. The first course is 'OSD - AMP - How to Effectively Navigate Comm-PASS [Classroom]'. The second course is 'OSD - Comm-PASS / Statewide Contract Overview Session [Classroom]'. The third course is 'OSD - Pathways to Procurement -'. The 'Your Options' column for the third course shows an 'Enroll' link, which is highlighted by a red arrow.

11. To successfully enroll:

- From the Course Details, choose date of course you wish to enroll in, you may have to scroll down to see all the information
- In the Your Options field Click **Enroll**.
- You will receive a message that you have: ***“*You have successfully enrolled in the OSD Training Event.”***
- You will also receive a confirmation email.

***Important:** If you need to **Cancel Class Registration**, please follow the steps listed below.

Cancel Process:

- Log In
- Select **“Student Learning Center”**
- Select **“Course Catalog”**
- Enter **“OSD”** in Keyword Search Field
- Select icon for **Class you would like to Cancel**
- Select **“Cancel”**

If you have any problems contact: osdtraining@state.ma.us